

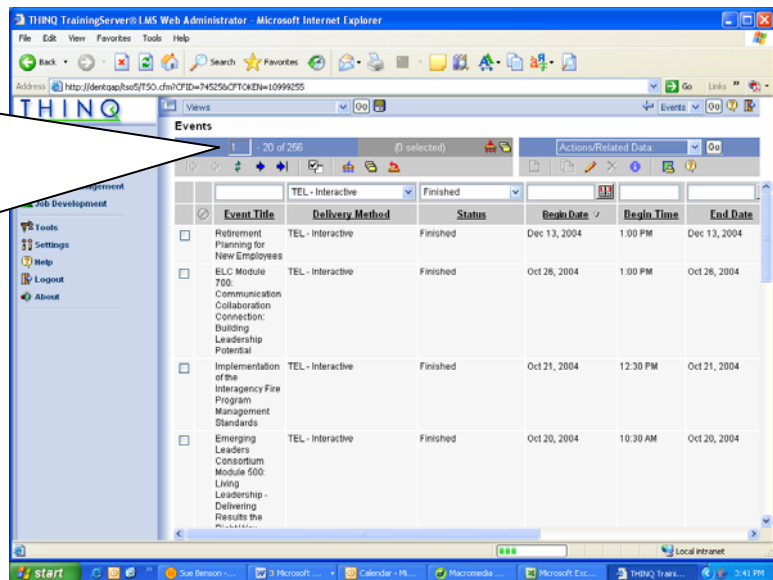
## FINISHED COURSES – SECTION 2 – EMPLOYEES WHO DID NOT REGISTER

You may have 2 situations when you “finalize” the roster for the course. You will have those employees who were pre-registered and are placed on the standby list and those employees who did not register but showed up.

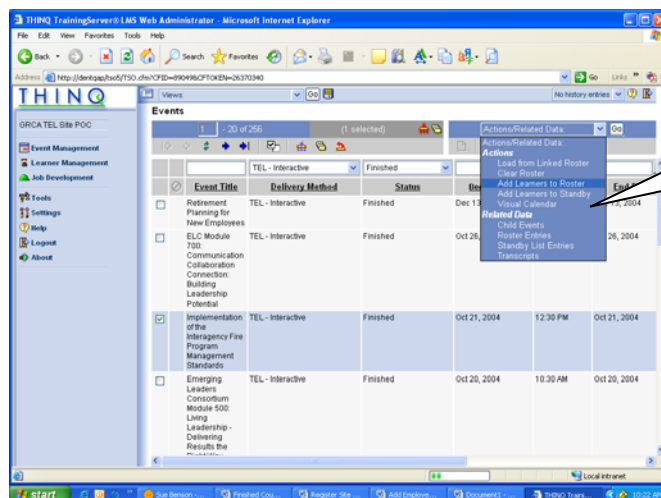
- Section 1 goes over how to finalize the roster for those employees who registered.
- This section goes over those employees who “showed up but never registered”.

1. Select View “Finished Courses-select Standby List then Move to Roster, click the Go button.
2. The below screen will appear with all finished TEL events. The most recent course will appear on the top. Notice that the Delivery Method is TEL–Interactive, the Status is Finished, Location is TEL.

Notice the 1-20 of 256?  
This indicates that there are 256 finished TEL events. Use the bottom and right hand blue scroll bars to navigate down and to the right. Also, if more than 20 items, the navigation “buttons” will be highlighted in blue to navigate to the “next” page.



3. Locate the TEL event, click in the row of information and it will be highlighted in blue
4. In the Actions/Related Data drop down menu, click on Add Learners to Roster then click the Go button.



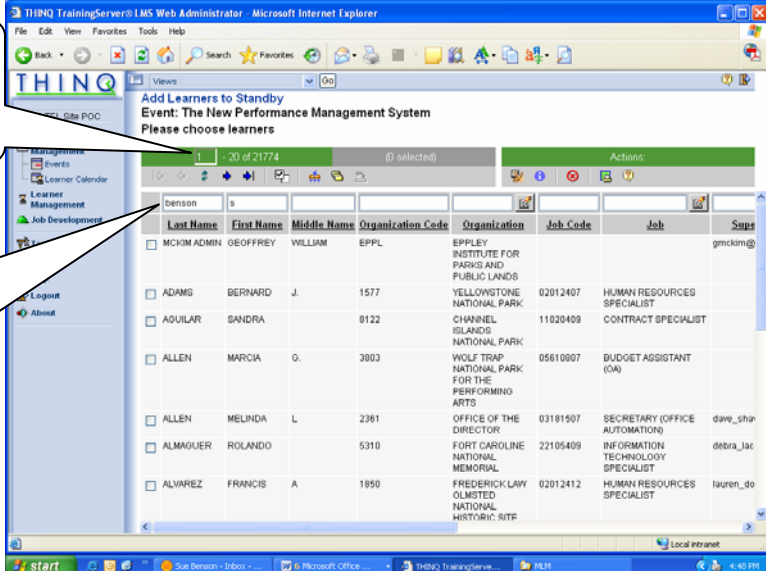
**Actions/Related Data**  
-select Add Learner to Roster  
-click the Go Button

- The next screen will bring up the “database” of NPS employees. If you are adding one person, place your cursor in the white box, first column, above Last Name and type in the employees’ last name and tab over and type first character of the first name and press enter. This is a database, the more information you type in, the narrower the search and list of names you will receive. In the example below, if I typed in just Benson, 8 Benson’s would show up in my search.

To add multiple employees, see step #7 on the next page.

Notice the 1-20 of 21774?  
This indicates there are 21774 NPS employees in this database.

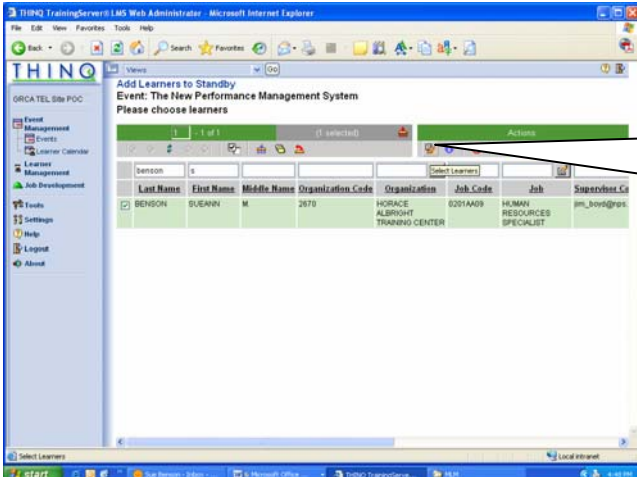
Type the employee’s last name in this box, then tab over and type either the first initial or first name in the First Name box and hit enter



The screenshot shows a web browser window with the URL 'THING TrainingServer LMS Web Administrator'. The page title is 'Add Learners to Standby' and the event is 'The New Performance Management System'. Below the title, it says 'Please choose learners'. A search bar at the top shows 'Benson' and 's'. Below the search bar, a table lists search results. The table has columns: Last Name, First Name, Middle Name, Organization Code, Organization, Job Code, Job, and Supp. The first row is highlighted in green, indicating it is selected. The table shows 8 results for Benson.

Last Name	First Name	Middle Name	Organization Code	Organization	Job Code	Job	Supp
BENSON	SUEANN	M	2670	HORACE ALBRIGHT TRAINING CENTER	0201A08	HUMAN RESOURCES SPECIALIST	jim_bryd@nps
BENSON	SUEANN	M	2670	HORACE ALBRIGHT TRAINING CENTER	0201A08	HUMAN RESOURCES SPECIALIST	jim_bryd@nps
BENSON	SUEANN	M	2670	HORACE ALBRIGHT TRAINING CENTER	0201A08	HUMAN RESOURCES SPECIALIST	jim_bryd@nps
BENSON	SUEANN	M	2670	HORACE ALBRIGHT TRAINING CENTER	0201A08	HUMAN RESOURCES SPECIALIST	jim_bryd@nps
BENSON	SUEANN	M	2670	HORACE ALBRIGHT TRAINING CENTER	0201A08	HUMAN RESOURCES SPECIALIST	jim_bryd@nps
BENSON	SUEANN	M	2670	HORACE ALBRIGHT TRAINING CENTER	0201A08	HUMAN RESOURCES SPECIALIST	jim_bryd@nps
BENSON	SUEANN	M	2670	HORACE ALBRIGHT TRAINING CENTER	0201A08	HUMAN RESOURCES SPECIALIST	jim_bryd@nps
BENSON	SUEANN	M	2670	HORACE ALBRIGHT TRAINING CENTER	0201A08	HUMAN RESOURCES SPECIALIST	jim_bryd@nps

- The next screen should bring up a list of employees from your search criteria you typed in. Locate the employee, click in the row of information, it should turn green. Click on the pointer finger on the button to “Select Learner”.



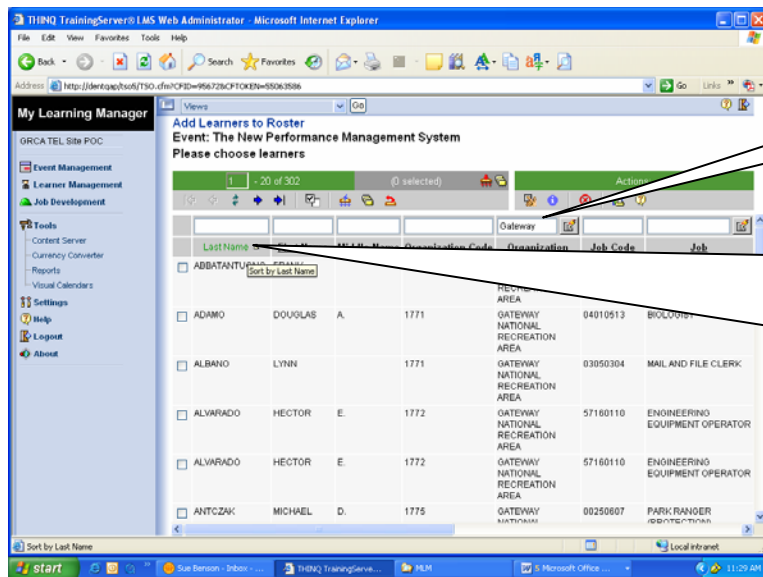
The screenshot shows the same web browser window as the previous one, but now the search results table is populated with a list of employees. The table has columns: Last Name, First Name, Middle Name, Organization Code, Organization, Job Code, Job, and Supervisor Co. The first row is highlighted in green, indicating it is selected. The table shows 1 result for Benson.

Last Name	First Name	Middle Name	Organization Code	Organization	Job Code	Job	Supervisor Co
BENSON	SUEANN	M	2670	HORACE ALBRIGHT TRAINING CENTER	0201A08	HUMAN RESOURCES SPECIALIST	jim_bryd@nps

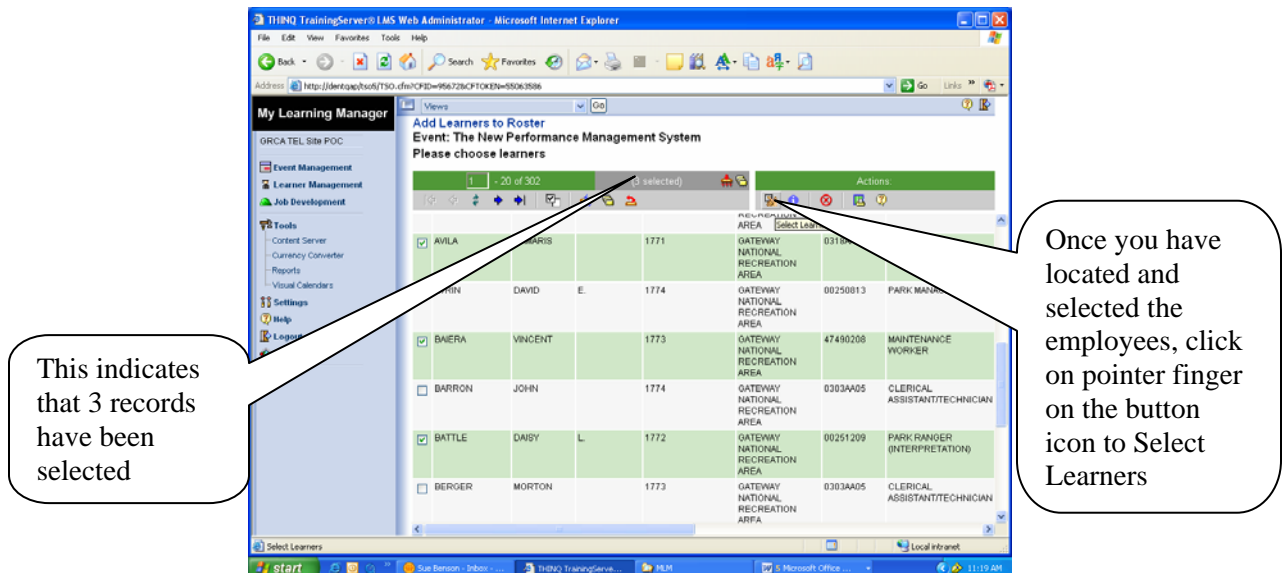
Click on the pointer finger on the button icon. When you place your cursor over this icon, it states “Select Learners”

In all instances, you may need to navigate through the employee data using your blue navigation arrows or the bottom and right scroll bars. To select multiple employees, hold the control key down and click in the row of information.

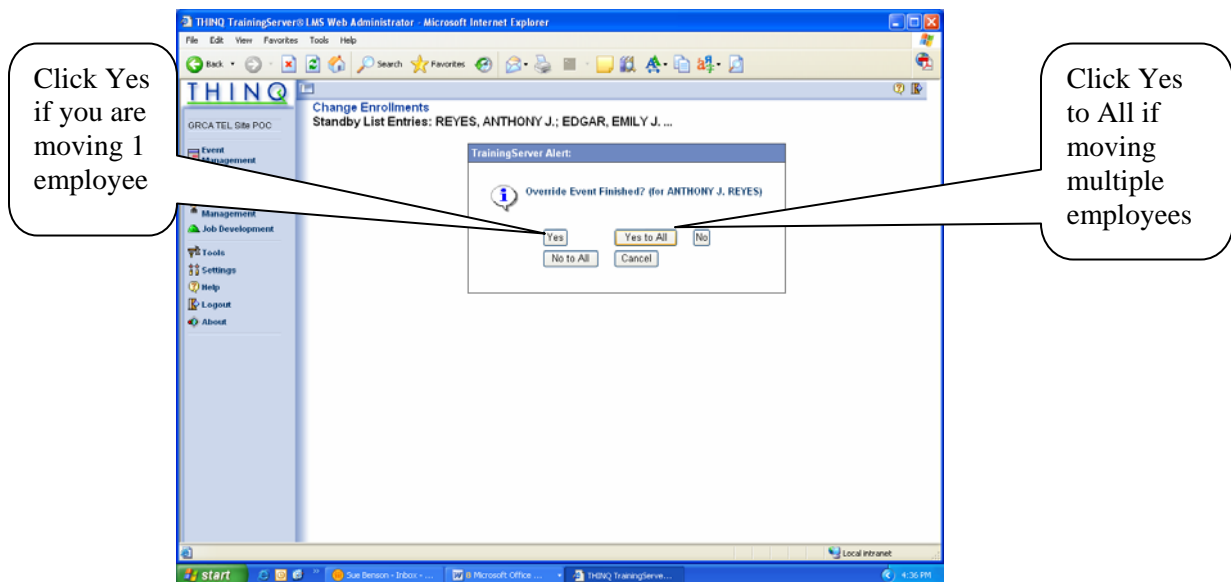
7. To add multiple employees, at the database of NPS employees, you have 2 options of searching:
  - a. Typing in the Organization Code – 4<sup>th</sup> column. You can type in 1, 2, 3 or all 4 numbers of the Org Code. If your park/unit has only one code then you would type in all 4 characters. If your park/unit has multiple codes, then you probably want to type in just the first 2 or 3 characters of the code. Hit enter.
  - b. Typing in the Organization–type in the name of the park/unit and hit enter.



In both instances, you may need to navigate through the employee data using your blue navigation arrows. To select multiple employees, hold the control key down and click in the row of information.

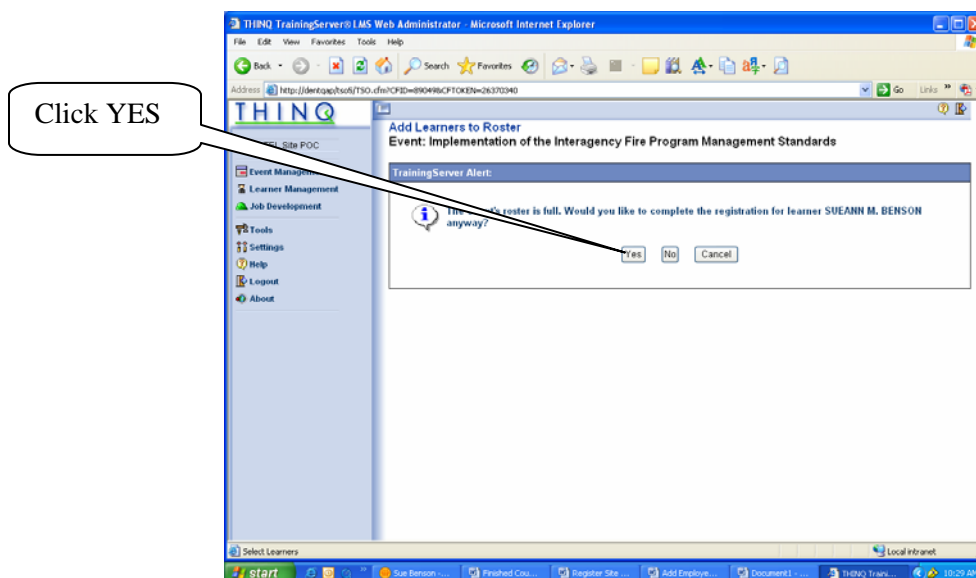


8. This screen asks if you want to override Event Finished? Click YES for one employee, click YES TO ALL if multiple employees.

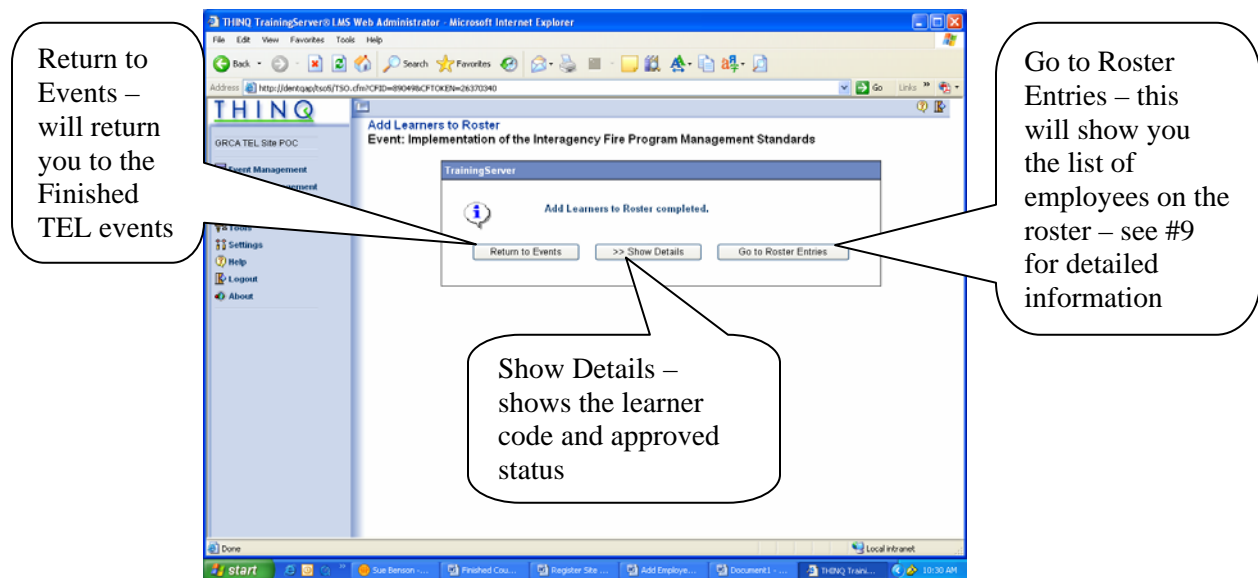


7. The next screen comes up with a TrainingServer Alert box “The event’s roster is full. Would you like to complete the registration for learner anyway?” Click on Yes.

FYI: For TEL events, the roster is always full. The reason is because TEL courses do not have a minimum or maximum student limit. Thus, we set the minimum and maximum numbers of students to zero.



8. Congratulations! If you get this screen you have successfully finalized the “roster” for the employee(s) who did not register. You have several options from this screen.
  - a. Return to Events – will return you to the Finished TEL courses
  - b. Show details – shows the learner code and approved status
  - c. Go to Roster Entries – will show you the list of employees on the roster – see below



9. If you chose Roster Entries, you will receive the below screen. It appears that only one person is on the “roster”. Please note the record is 7–7 of 7. You would need to use the blue navigation back arrow to see the other 6 employees in this example.

